

Outreach COVID-19 Vaccination Service

COVID-19 VACCINATION HUB



Western Health is committed to working with the Commonwealth and State Governments to support the delivery of the Australian Government's COVID-19 Vaccination Program. Western Health COVID Vaccination Program is delivered in line with the Department of Health prioritisation for vaccination, recognising and referring to Commonwealth programs supporting vaccination according to the National COVID-19 Vaccine and Treatment Strategy.

Western Health acknowledges the importance of patients receiving the COVID-19 vaccination in a timely and safe manner, and will work collaboratively with State and Commonwealth agencies / service providers to ensure access to vaccination.

The establishment of an outreach service will enable a more efficient delivery of the COVID-19 vaccine. This document outlines the process for access to the COVID-19 vaccination outreach service for all eligible patients requiring access to the COVID-19 vaccine who cannot access the service at a Western Health COVID Vaccination Hub. This service will be available for both patients of Western Health and residents in community services in municipalities within the Western Metropolitan Region of Melbourne.

The outreach service will operate as a flexible model, which will involve temporary site set up of a vaccination space or a mobile service and will operate Monday to Friday from 0800 to 1630 based on demand and vaccine availability.

The priority groups that may access this service include, but are not limited to:

- Long stay Western Health patients in the following program areas
 - Geriatric Evaluation Management (GEM)
 - Palliative Care
 - Rehabilitation
 - Transition Care Program (TCP)
- Mental Health patients admitted in the following programs areas:
 - Adult Mental Health Rehabilitation Unit (AMHRU) at Sunshine
 - Sunshine Adult Acute Psychiatric Unit (SAAPU) at Sunshine
 - Sunshine Aged Persons Mental Health Unit (SAPMHU) at Sunshine
 - Orygen Inpatient Unit at Footscray
 - Ursula Frayne Centre at Footscray Hospital
 - St. Albans Community Care Units (CCU)
 - Burnside Prevention & Recovery Care (PARC) - Deer Park
- Public and Private* Residential Aged Care Facility residents
 - Including patients admitted from Residential Aged Care Facilities (RACF) or going to RACFs who are currently admitted as inpatients on wards across WH.
- Clients and Residents of high-risk accommodation settings



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- Prisoners in custody
- Detainee housed within correction and detention facilities
- Residential Disability residents*

**Commonwealth Agency lead provider*

General principles of the Outreach COVID-19 Vaccination Service

- Service provision must be communicated between ward, unit or service manager/lead and the Outreach Team Lead
- The ward, unit or service requesting the Outreach COVID-19 Vaccination Service is responsible for identifying eligible patients or residents in their program areas that require vaccination.
- There is no minimum number of patients/residents that need to be vaccinated. Number of patients can vary at any given time and area as the eligible patients become identified and can range from one single patient to an entire ward being vaccinated at once if appropriate.
- The Booking Request Form must be completed and forwarded to Outreachcovidvax@wh.org.au
- The 'Outreach Planning Patients Details' spreadsheet that will be sent via email with the Booking Request Form must also be completed by the ward, unit or service manager/lead to ensure correct number of vaccines and all other requirements can be met for the day of vaccination.
- The [Consent Form COVID-19 Vaccination](#) must be completed and signed for all eligible individuals. If the individual is not able to consent for themselves then a Next of Kin or Power of Attorney is required.
Note: This form must be available to the WH immuniser on the day of vaccination.
- Individuals will receive the vaccine they are eligible for according to the Department of Health recommendations at the time.
Note: If a vaccine is requested that deviates from the recommended vaccine, a discussion and/or consultation with the COVID-19 Vaccination Program Consultant must occur or a referral to the WH Victorian Specialist Immunisation Service should be considered. [VicSIS Referral Guide and Referral Form](#).

Useful Resources

Useful resources to support staff to discuss COVID-19 vaccination and obtain informed consent.

1. [ATAGI Immunisation provider guide for obtaining informed consent](#)
2. [Vaccination Administration - Consent, Monitoring and Documentation](#)
3. [Public Sector Residential Aged Care - COVID Vaccine Consent Process](#)
4. [Consent Form for COVID-19 Vaccination](#)
5. [Getting Vaccinated - Patient Information Pack](#)

If further information is required, please visit the Western Health [COVID-19 Vaccination Hub - Quick Reference Guides](#) in the first instance. If there are any further question, Dr Katherine Langan, Consultant, Western Health Vaccination Program, will be available to assist via myBeepr.



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Roles and Responsibilities

Ward, Unit and Service

- Establish a clinical lead responsible for vaccine rollout
- Assess and identify all pt's / residents suitable to receive the vaccination
- Facilitate, seek and record informed consent for suitable persons
- Ensures evidence of consent is available for the COVID-19 Vaccination Program staff on the day of service provision
- Ensures the provision of basic equipment to manage adverse events including oxygen
- Ensures the clinical lead is onsite to meet the COVID-19 Vaccination Hub outreach immuniser
- Maintains clinical responsibility for recipients that have received the vaccine, post the 15 minute vaccinations observation period
- For WH inpatients:
 1. Documents episode of vaccination in the patients medical record (Sign off vaccine administration on the MAR in EMR, Scan consent in BOSSnet)
 2. Ensure documentation of vaccine administration in discharge summary and that information is appropriately shared with primary care providers to enable follow up/scheduling for second dose
 3. Support the arrangement of the second dose with WHCVH, RACF, GP or PHN

COVID-19 Vaccination Program

- Mobilisation of a competent workforce to facilitate service provision
- Ensure the quality of vaccine stock (maintain cold chain integrity)
- Ensure the vaccine is prepared correctly and administered safely
- Immuniser must be satisfied that recipients are suitable to receive the vaccine
- Immuniser must confirm and be satisfied with the informed consent through sighting the signed standardised consent form
- Manage all immediate adverse events following vaccination
- Ensure all vaccines administered are entered correctly in CVMS
- Ensure vaccinations administered are reported to AIR

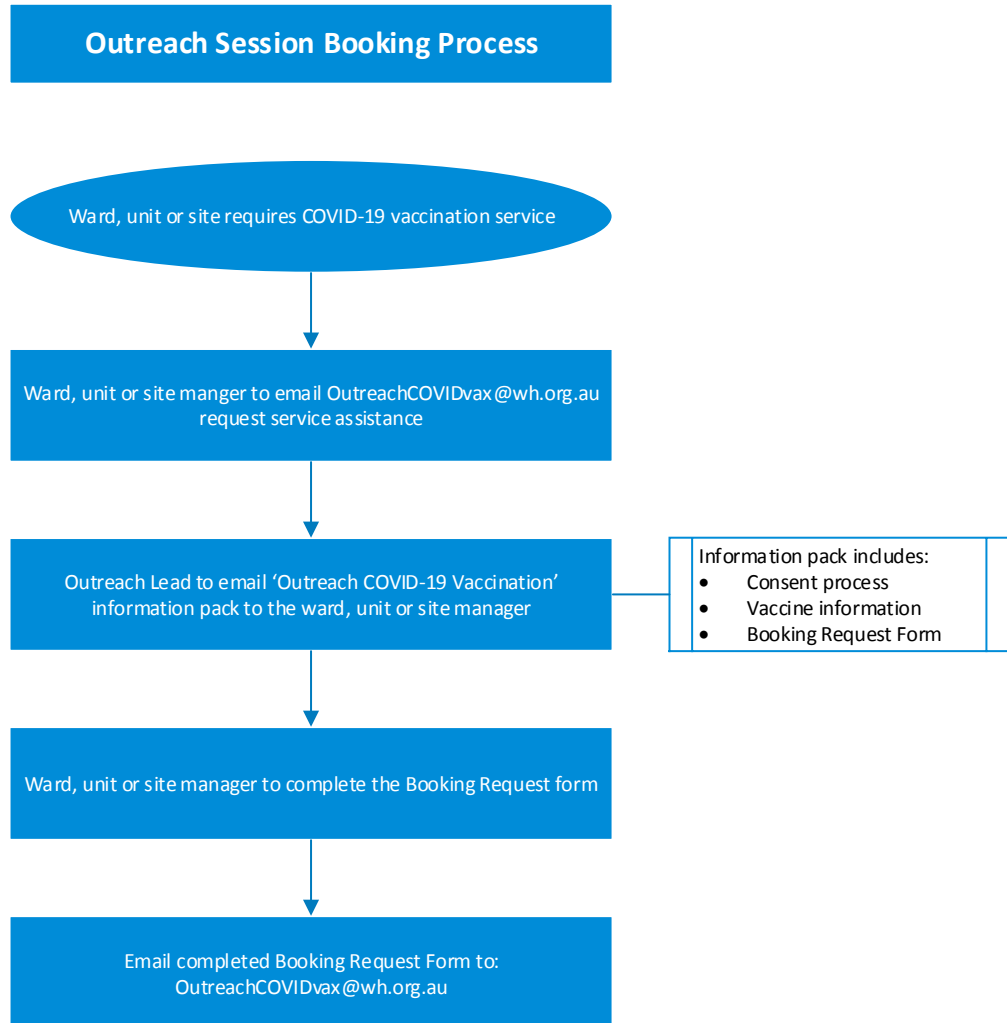


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The workflows below describe the detail of the booking process.



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